



## **STATE HEALTH BENEFIT PLAN (SHBP) 2011 TOBACCO USERS CESSATION POLICY (RETIREES UNDER AGE 65)**

### **Effective January 1, 2011 the Tobacco Cessation Policy has changed as follows:**

Tobacco users who elect to quit smoking can have the tobacco surcharge removed if they complete all of the surcharge removal requirements through their health plan vendor (CIGNA or UnitedHealthcare) as listed below. Both CIGNA and UnitedHealthcare offer telephonic tobacco cessation health coaching programs. For complete details or to sign-up for the coaching, call the Customer Service number on the back of your healthcare ID card.

#### **Surcharge Removal Requirements**

**If you are smoke free for 60 days or less you must:**

- Complete a **telephonic tobacco cessation health coaching program** and obtain a **Certificate of Completion** from the tobacco cessation program
- Complete the **SHBP Affidavit Form** certifying compliance. The form is located on the SHBP website [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp), under Additional Health Plan Information or by calling SHBP at 404-656-6322 or 800-610-1863
- **Submit the signed SHBP Affidavit Form, along with your Certificate of Completion to SHBP, P.O. Box 1990, Atlanta, GA 30301-1990**

**If you are smoke free for 61 days or more you are not required to complete a tobacco cessation program; however, you must:**

- Complete either an **online or telephonic wellness program**
- Obtain a **Certificate of Completion** from the wellness program
- Complete an **SHBP Affidavit Form** certifying compliance. The form is located on the SHBP website [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp), under Additional Health Plan Information or by calling SHBP at 404-656-6322 or 800-610-1863
- **Submit the signed SHBP Affidavit Form, along with your Certificate of Completion to SHBP, P.O. Box 1990, Atlanta, GA 30301-1990**

**NOTE: Specific instructions for accessing the wellness programs are outlined below.**



## INSTRUCTIONS FOR ACCESSING THE HEALTH ASSESSMENT AND WELLNESS PROGRAMS:

### CIGNA Healthcare

#### To take the online health assessment:

1. Log onto **www.myCIGNA.com** and log in using your User ID and Password, and then select "Go." If you are not yet registered for myCIGNA.com, you will need to do that first: a. On the www.myCIGNA.com log in screen, in the bottom-left menu, select "Register." b. Follow the registration instructions and enter the required information. When finished, you will be asked to log in using your new User ID and Password.
2. Once logged in, on the right side of the first page, you'll see a box labeled "I want to...." Select the link that says "Take *my health assessment*." If you can't find this link, select the tab near the top-left of the page called "My Plans," and then select the sub-tab labeled "Medical." Now, again look on the right side of the page for a box labeled "I want to...." Select the link that says "Take *my health assessment*."
3. On the next page, select your name. A new window will open to the ***my health & wellness center*** log-in page.
4. On the log-in page, under "New Users," select "Register for ***my health & wellness center***."
5. Follow the registration instructions and complete all required fields.
6. When registration is complete, the next page will be the ***my health & wellness center*** home page.

#### To utilize an online wellness program:

1. Log onto **www.myCIGNA.com** and log in using your User ID and Password, and then select "Go." If you are not yet registered for myCIGNA.com, you will need to do that first: a. On the www.myCIGNA.com log in screen, in the bottom-left menu, select "Register." b. Follow the registration instructions and enter the required information. When finished, you will be asked to log in using your new User ID and Password.
2. Click on the "My Health" tab
3. Click *Personal and Online Coaching Programs*
4. Under *Lifestyle Management*, click on the program in which you wish to enroll. Scroll to the bottom of this screen for the registration tool.

#### To register for telephonic health coaching:

1. Call the number on the back of your member ID card



## **UnitedHealthcare**

### **To take the online health assessment:**

1. Click on [www.myuhc.com](http://www.myuhc.com).
2. Click on "Site Login" and enter Username and Password or "Need a user name and password" if a first time user.
3. Click on the "Health Assessment" button located in the right hand column
4. On the Health & Wellness homepage, click on "Spanish or English Health Assessment"
5. Read the privacy information and then click on "Launch University of Michigan Health Assessment" in the middle of the page.
6. Answer the questions and hit "Submit to the University of Michigan for Analysis" at the bottom of the questionnaire.
7. Review your personal results profile. You may also print for your records. Your completed health assessment will personalize your online health & wellness experience.

### **To utilize an online wellness program:**

1. Click on [www.myuhc.com](http://www.myuhc.com).
2. Click on "Site Login" and enter Username and Password or "Need a user name and password" if a first time user.
3. Select the "Health and Wellness" tab
4. Select the "Online Health Coach" tab

### **To register for telephonic coaching:**

1. Call the number on the back of your member ID card

***If you have trouble with the Health Assessment or Wellness Information, please contact the Customer Service Unit of your Health Plan Vendor.***